



# FSC Shred Day

## July 11, 2018

### Shred Your Outdated Records

Help our college better manage records and recycle at the same time!

#### What You Need To Do:

- Contact the RMO by June 15<sup>th</sup> with the amount of boxes you will need
- Box up your outdated records
- Complete a Certificate of Destruction
- Thank Physical Plant for securely destroying your unneeded records

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